



UNITED STATES MARINE CORPS

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

MCBO 5050.1C

B 03

13 Feb 14

MARINE CORPS BASE ORDER 5050.1C

From: Commander  
To: Distribution List

Subj: COMMAND VISIT PROGRAM

Ref: (a) MCO P1533.6E  
(b) OPNAV 1533.5C  
(c) MCO 5760.4C  
(d) MCO P1020.34G w/Ch 1-5  
(e) MCBO 5530.1

Encl: (1) Visitor Support Request  
(2) List of Tours & Briefs  
(3) Waiver of Liability and Agreement to Indemnity  
(4) Cost Breakdown and Logistical Support Information

1. Situation. Due to the various and unique activities that take place aboard Marine Corps Base Quantico (MCBQ), and its close proximity to Washington, DC, this installation hosts numerous visits by a variety of groups and organizations throughout the year. These visits usually consist of a standard orientation tour program. In addition, per references (a), (b), and (c) MCBQ supports visits for training and education by the Naval Reserve Officer Training Corps, the Marine Corps Junior Reserve Officers' Training Corps, and the Young Marines of the Marine Corps League.

2. Mission. MCBQ conducts a Command Visit Program in order to showcase United States Marine Corps (USMC) capabilities and facilities to the benefit of the Command and the Marine Corps and to improve and reinforce our community relations and public affairs efforts.

3. Execution

a. Commander's Intent. To ensure all visits aboard MCBQ are conducted in a safe and efficient manner and all participants leave with a greater appreciation and understanding of the missions of the commands aboard the Base and the Marine Corps. Visits are planned, coordinated, and executed by the Command Visit Coordinator and are supported to the maximum extent possible.

b. Concept of Operations. Command directed visits are normally planned, coordinated, and executed by the MCBQ G-3 (Command Visit Coordinator) and are supported like any other operational commitment upon receipt of tasking. Groups seeking

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

to visit the installation must request approval to do so. Each request is reviewed and either approved or denied at the discretion of the Commander MCBQ for security and mission requirements. Other commands and tenant activities aboard Quantico may conduct their own command visit programs but should do so consistent with this Order and advise the Command Visit Coordinator of any visits.

c. Tasks

(1) Director, Manpower Division, G-1. Source personnel to serve as escorts and or administrative support augments as determined by the Command Visit Coordinator. Provide the names of the personnel to the Command Visit Coordinator no later than two weeks prior to the visit.

(2) Director, Operations Division, G-3. Maintain overall staff cognizance of the Command Visit Program and oversee the activities of the Command Visit Coordinator. The Command Visit Coordinator will:

(a) Plan and execute all command visits in accordance with this Order and other appropriate directives and policy. Ensure that proper and timely coordination is conducted with the appropriate commands and tenant activities aboard the installation when necessary.

(b) Request and prepare escorts to meet, greet, brief and accompany groups for the duration of the visit. Prior to the visit, brief the escorts on the itinerary on all pertinent information.

(c) Collect Waivers of Liability and Agreement to Indemnify (enclosure (3)) prior to the start of the visit.

(d) Maintain a record of each visit for 24 months.

(e) When warranted by security conditions or threat levels, refer individuals or groups to Commanding Officer, Security and Emergency Services Battalion for appropriate background vetting in accordance with reference (e).

(3) Assistant Chief of Staff, G-4. Provide logistics support on a reimbursable basis, as requested by the Command Visit Coordinator.

(4) Director, Marine Corps Community Services (MCCS). Provide authorization for visitors, if requested and appropriate, to utilize the Marine Corps Exchange, when provided an approved "by name" roster from the Command Visit Coordinator.

(5) Office of Counsel (QACO)

(a) Review all requests to conduct events/activities outside of the standard orientation tour program menu. Provide a legal opinion for such special requests.

13 Feb 14

(b) Periodically review and update the Waivers of Liability Forms and Agreement to Indemnify Forms (enclosure 3).

(c) Make a case-by-case determination of the applicability of enclosure (3) to particular visits.

(6) Commanding Officer, Security Battalion

(a) Provide escorts for VIPs as required.

(b) When required, ensure visitors are properly vetted as per reference (e).

d. Coordinating Instructions. None.

4. Administration and Logistics

a. Administration

(1) The Visitor Support Request (MCBQG3-VRF) form is provided in enclosure (1). The Command Visit Coordinator shall provide a copy of the form upon request to groups desiring to visit the Base. The form can also be accessed on the MCBQ Website at: [www.quantico.usmc.mil/activities/?Section=G3](http://www.quantico.usmc.mil/activities/?Section=G3). Once on the site a link to the form can be found under the G-3 Current Operations Section.

(2) All groups visiting MCBQ must provide a roster consisting of first and last name to the Command Visit Coordinator at least two weeks prior to the visit. Additional visitor personnel information may be required based on security requirements or current threat levels. At a minimum all visitors must be able to comply within installation access requirements in reference (e).

(3) All visitors must sign a Waiver of Liability (enclosure (3)) prior to the start of the visit. The Command Visit Coordinator or the group escort will collect these documents prior to the start of the visit. Furthermore, the group POC must sign an Agreement of Indemnity (enclosure (3)) stating that everyone present for the visit has signed a waiver of liability.

(4) Groups may request temporary Marine Corps Exchange (MCX) passes in order to utilize the MCX during their visit. A roster consisting of first and last names must be submitted to the Command Visit Coordinator for forwarding to the Director, MCCS. MCCS will issue passes to the Command Visit Coordinator who will distribute them to the group. Visitors will not be allowed to purchase alcohol, firearms, uniforms, and tobacco using these MCX passes.

(5) Command approved visiting groups and organizations will be advised to provide customer feedback by completing an Interactive Customer Evaluation (ICE) survey form. This form is available at the MCBQ home website at [www.quantico.usmc.mil](http://www.quantico.usmc.mil) at

13 Feb 14

the "ICE", tell us how we are doing" link. When linked to the ICE site, select "Operational Support" then click on the Command Visits Office comment card to provide your comments.

b. Logistics

(1) MCBQ buses may be requested for transportation during the visit and provided based upon availability and non interference with mission requirements on a reimbursable basis. Buses may be cancelled if mission requirements dictate. If MCBQ buses are not available, commercial coach buses are authorized aboard the installation.

(2) Multiple privately owned vehicles for groups will typically not be authorized by the Command Visit Coordinator. The transportation plan for groups must be provided to the Command Visit Coordinator.

(3) Groups may request to dine in the dining facility. Requests will be routed through the Food Service Division. A "by-name" roster is required two weeks prior to the visit if the group is authorized to utilize the Dining Facility. Groups larger than fifteen are required to pay with one check (or cash) for the entire group. Checks are to be made out to the "United States Treasury". Credit cards may be used to pay for groups within the dining facilities.

(4) All payments for transportation and or billeting are to be paid by check made out to the "United States Treasury". The cost breakdown of charges for billeting, transportation, and messing is listed in enclosure (4).

(5) The reimbursable cost for transportation is subject to change. For the most current price listing contact the Command Visit Coordinator.

(6) All visitors are to dress in appropriate attire in accordance with Marine Corps regulations. Refer to reference (d), section 1005 for guidance.

(7) Medical emergencies are to be handled via 911. Treatment will usually be provided by local hospital(s) located off the installation. Medical issues, other than emergencies for military beneficiaries, are to be reported to the Naval Health Clinic Quantico Command Deck at 784-1500. All medical issues for non-military beneficiaries are to be addressed by local hospital(s).

5. Command and Signal

a. Command. This Order is applicable to all organizations and groups visiting Marine Corps Base Quantico.

b. Signal

(1) The Command Visit Coordinator, Current Operations Section, G-3 Division can be contacted at (703) 784-5568/4757.

(2) This Order effective the date signed.

/S/  
DAVID W. MAXWELL

DISTRIBUTION: A

# Marine Corps Base Quantico Visitor Support Request

Please fill out this form COMPLETELY and e-mail or fax it to us, so we can best discern the type of support MCBQ can provide, and if it is available.

**\*Requests must be received at least 30 days prior to event.**

## Points of Contact:

Mr. John DeBerry  
Command Visit Coordinator  
Phone: 703-784-5568/4757  
FAX: 703-784-2660  
e-mail: [john.deberry@usmc.mil](mailto:john.deberry@usmc.mil)

(vacant)  
Asst. Visit Coordinator  
Phone: 703-784-4757  
FAX: 703-784-2660

Name of Group/Unit: \_\_\_\_\_

Date(s) of Visit: \_\_\_\_\_

Est Time of Arrival (ETA): \_\_\_\_\_

Est Time of Departure(ETD): \_\_\_\_\_

Date(s) of Base Tour (if requested): \_\_\_\_\_



Interactive Customer Evaluation  
[http://ice.disa.mil/index.cfm?fa=service\\_provider\\_list&site\\_id=181&service\\_category\\_id=32&dep=\\*DoD](http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=181&service_category_id=32&dep=*DoD)

**All events requested are at the commands' discretion and secondary to military training.**

Brief Description of Requested Visit:

## PRIMARY POINT OF CONTACT INFORMATION

Name:	Email
Title:	Address
WK#	
FAX#	
Cell#	
HM#	
Other	

## ALTERNATE POINT OF CONTACT INFORMATION

Name:	Email
Title:	Address
WK#	
FAX#	
Cell#	
HM#	
Other	

GROUP SIZE	MALES	FEMALES	TOTALS
Youths			
Adults			
Totals			
General Age of Group:			

\* Minimum group size is 15.

For office use only:  
DRR-

# Marine Corps Base Quantico Visitor Support Request

**Name of Group/Unit:** \_\_\_\_\_

Will you require Billeting?

(JROTC & Scouts ONLY if quarters are available)

**If not, where will your group be staying?**

Will you require messing at the Chow Hall? Please indicate which meals you would like to request.

**First and Last Name Roster will be required at least 2 weeks prior.**

Payment will be made with check or cash at sign-in. One payment, one signature for all groups.

(Meal rates and times can be located on the "Meal Rates and Times" page.)

Breakfast- M T W T F

Lunch- M T W T F

Dinner- M T W T F

Brunch 1- Sat Sun

Brunch 2- Sat Sun

Will you require Transportation?

(Very Limited Services - Maintenance, fuel, and labor charges apply - no waivers)

**Please attach a list of pick up/drop off locations, dates, and times.**

If you are bringing your own transportation, please list type of vehicle(s).

**(Base tour will NOT be approved if using more than 3 vehicles.)**

Do you intend to visit the Marine Corps Exchange?

**(Pass Required; Once approved, passes will be provided.)**

Do you intend to visit the National Museum of the Marine Corps?

When?

Are there any group members who have special needs? (Not all buildings on base are handicap accessible.)

**Please provide an accurate description of illness/limitations so that we can offer a safe and pleasant visit.**

Are there any Non-US citizens in your group? If so, certain restrictions may apply.

Please list any additional information or requests in the space provided:

**All events requested are at the commands' discretion and secondary to military training.**

# Marine Corps Base Quantico Visitor Support Request

**Name of Group/Unit:** \_\_\_\_\_

**Base Requirements:**

- 1.) Roster- (First/Last Name Only; Please separate Adults from Minors.) required at **LEAST 2 WEEKS PRIOR**.
- 2.) Photo I.D. (If bringing minors with no I.D., please let us know.) - ID's will be checked at sentry gates.
- 3.) Waivers of Liability (If Applicable)- will be generated by Visit Coordination Section; Group's responsibility to print.  
\*Waivers of Liability and Agreement of Indemnity will be collected prior to base tour.
- 4.) Appropriate Civilian Attire per MCO P1020.34

Please realize again that support is at the commands' discretion and is secondary to all military training.

All fees associated with chow, billeting and transportation are subject to change at any time. The Visit Coordination Section will continue to update Request Packages as necessary.

It is important that we receive a FINAL roster of EVERYONE who will be in attendance for your visit NO LATER THAN 2 WEEKS PRIOR. We use this roster to request chow, MCX passes and most importantly, Security. Please plan accordingly.

Please include on the roster: attendees rank at time of retirement and if there are any Silver Star recipients or higher.

Failure to comply with base requirements or policy will greatly complicate your visit. If you have any issues or concerns with requirements or policies, please address them with the Visit Coordination Section PRIOR to your visit to Marine Corps Base Quantico.

No Civilian, non-military groups, or JROTC units will run any of the Obstacle Courses or participate in any strenuous activities while aboard MCB Quantico.

All visits will be conducted in accordance with MCBO 5050.1B and other applicable orders and directives.

**THERE ARE NO EMERGENCY SERVICES ABOARD MCB QUANTICO.**

**Agreement:**

I have read and understand all documents in this package. I understand all policies related to visiting Marine Corps Base Quantico.

Please sign or type your name in the space provided below to certify that you will comply with all policies as outlined in this package.

Signature:	Date:
------------	-------



## MARINE CORPS BASE QUANTICO TOURS & BRIEFS

This list is not all inclusive and is subject to change without notice based on the operational tempo of Marine Corps Base Quantico. Please check with us periodically to find out what will be available at the time of your visit.

MCB Quantico DOES NOT support any tours or briefs on holidays or weekends. Tours and briefs may be requested Monday – Friday 0730-1630 and are subject to command approval.

**NMMC** – National Museum of the Marine Corps: Located outside of the main gate on Route 1. It is open public from 0900-1700, 7 days a week every day except Christmas; both staff and Self-guided tours are available. There is no admissions fee.

**All MCB events (below) on this list are at the commands' discretion and secondary to military training.**

**MCU** - Marine Corps University: Responsible for all Marine Corps Professional Education. MCU Command Brief (Est. 1 hr)

**OCS** - Officer Candidates School: Responsible for training Officer Candidates. OCS Command brief (Est. 1 hr)

**TBS** - The Basic School: Train and educate newly commissioned or appointed officers in the high standards of professional knowledge, esprit-de-corps, and leadership in order to prepare them for duty as company grade officers in the operating forces, with particular emphasis on the duties, responsibilities, and warfighting skills required of a rifle platoon commander. TBS Command Brief (Est. 1 hr) –*requesting groups should have some affiliation to TBS*

**K-9** – Responsible for the protection of the base and all personnel aboard the base as well as assisting government agencies such as the United States Secret Service and Department of State. Brief & Demo (Est. 45 min)

**Demo's conducted on Thursday's only.**  
**(other days will be reviewed; dependant on manpower and mission)**

**VCCT @ Camp Upshur** – Virtual Convoy Combat Trainer: (VCCT) is a training simulator. The VCCT is a suite of four Humvees outfitted with armor and weapons that replicate the vehicle configurations crews actually used in the field. The simulators are housed in 53-foot trailers that can be easily moved from one location to another to provide training for deploying troops. The system uses detailed databases that give students a stunningly realistic depiction of what they will encounter in Iraq. In some cases crews have trained on the actual routes they traveled with their convoys. (Est. 1-2 hrs).

## MARINE CORPS BASE QUANTICO TOURS & BRIEFS

**ISMT @ Camp Upshur** – Indoor Simulated Marksmanship Trainer (ISMT) is a training simulator. It is used as a tool to train shooters in the fundamentals of marksmanship. (Est 1-2 hrs).

**MACE @ Raider Hall - Martial Arts Center of Excellence:** Home of the Marine Corps Martial Arts Program (MCMAP) located in Raider Hall, which houses numerous artifacts of the famed Marine Raiders of WWII. Martial Arts Demo/Raider Hall Walk Through (Est. 35 min).

**SNCOA - Staff Non-Commissioned Officers Academy (SNCOA):** The SNCOA can brief on the Sergeants Course, Career Course and Advanced Course. Command Brief (Est. 1 hr)

**MCA - Marine Corps Association:** Responsible for Marine Publications such as Leatherneck Magazine and the Marine Corps Gazette. Brief conducted @ the Marine Shop. (Est. 15 min)

**AMGRC - General Alfred M. Gray Research Center** (Library of the Marine Corps): Research center that also houses the Marine Corps archives. Tour of Archives and Brief (Est. 1 hr)

**SORRY, AMGRC IS NOT AVAILABLE UNTIL FUTHER NOTICE.**

**MCESG - Marine Corps Embassy Security Group:** Responsible for training Marine Security Guards throughout the world to protect classified material and personnel at American Embassies, Consulates, and Litigations. Command Brief and/or video (Est. 30 min)

**SORRY. MCESG IS NOT AVAILABLE UNTIL FURTHER NOTICE.**

**WTBN - Weapons Training Battalion:** Responsible for all Marksmanship training and qualifications. ISMT (Individual Simulated Marksmanship Trainer-Video Simulated Shooting) and Command Brief (Est. 2hrs)

**SORRY. WTBN IS NOT AVAILABLE UNTIL FURTHER NOTICE.**

***\*\*\*Please realize that support is at the commands' discretion and is secondary to all military training!***

***No Civilian, non-military groups, or JROTC units will run any of the Obstacle Courses or participate in any strenuous activities while aboard MCB Quantico.***

## WAIVER OF LIABILITY

The event that I am about to observe and/or participate in will be held on Marine Corps Base, Quantico (MCBQ) ranges and/or training areas. I understand the following three cautions with regard to these MCBQ ranges and training areas: first, all such ranges and training areas, including recreational fields, are designed for and used by the Marine Corps for training its personnel in the deadly art of individual and unit combat; second, these ranges and training areas have been subject to countless live fire exercises and may well have involved use of ammunition and placement of manmade or natural obstacles which, if triggered or encountered by or during physical presence on the ranges/training areas, could result in serious bodily injury or death to me; third, range and training area conditions are often aggravated by the weather such that extreme heat, humidity, cold, wind, or wet will increase the likelihood of physical danger and my exposure to serious bodily injury, sickness, accident or death. I further understand that this activity may cause injuries associated with physical fitness training like muscle sprains or strains, tendon pulls, dislocation of joints, broken bones, and injuries associated with physical contact with other participants, and injuries from playing conditions, to include field conditions and the inherent dangers associated with environmental conditions.

Nonetheless, and in spite of my full knowledge of the risks involved in the above named event, I EXPRESSLY AND KNOWINGLY, FREELY AND VOLUNTARILY, ACCEPT AND ASSUME ALL RISKS INVOLVED IN AND ASSOCIATED WITH ALL ASPECTS OF THE ABOVE NAMED EVENT, AND AGREE TO HOLD HARMLESS THE UNITED STATES GOVERNMENT, THE DEPARTMENT OF DEFENSE, THE DEPARTMENT OF THE NAVY, THE UNITED STATES MARINE CORPS, AND THE MARINE CORPS BASE, QUANTICO.

Therefore, and in consideration of the privilege to attend and/or participate in the **Name of Group MCBQ Tour/Visit**. I, the undersigned person, do hereby, freely, voluntarily and intending to be legally bound, accept all risks associated with the above named event and waive any and all rights to any claims or demands or any other actions whatsoever, including those attributable to simple negligence, for damages, due to accident, injury, or my death resulting from my participation in the above named event, or any use I may make of MCBQ, or government equipment or facilities in furtherance of my participation in the **Name of Group Tour/Visit**, for myself, my spouse, my parents or guardians, heirs, executors, administrators of my estate, legal representatives or anyone else on my behalf, which I have against any of the following: The United States of America, the Department of Defense, the Department of the Navy, the United States Marine Corps, MCBQ, or any and all individuals assigned to or employed by the United States, to include but not limited to, the Secretary of the Navy, the Commandant of the Marine Corps, the Commanding General of the Marine Corps Combat Development Command, or the Base Commander of MCBQ, in both their official and personal capabilities, or any medical personnel assigned thereto, or their representatives, successors, or assigns.

Enclosure (3)

I understand that the above language means I have abandoned any rights I may have, or any rights anyone associated with me may have, through legal or friendship or family ties, to sue the Federal government for any injury I may sustain because of my participation in or attendance of the above named event that results in any damage whatsoever to my property, my person, or in my death. By signing this document, I acknowledge that the Federal government, or any agency or employee thereof, is not liable for any injury I may sustain, to include death, as a result of my participation in the **Name of Group MCBQ Tour/Visit**. By signing this document, I effectively and comprehensively assume all risks associated with the above named event. This document shall remain in effect and be held until notice of cancellation is received by the Commander, MCBQ.

Lastly, I understand that should I decline to execute this waiver of liability and agreement to hold harmless (not to sue for damages and reimburse the Federal government for costs associated with a suit should anyone so sue), I will not be permitted to participate in or attend the above named event on **Date**.

---

Printed Name & Signature of Participant/Attendee      Date

---

Printed Name & Signature of Witness                      Date

Enclosure (3)

**AGREEMENT TO INDEMNIFY****BY THE** \_\_\_\_\_ *(insert full name of entity/event)***HELD ABOARD**  
**MARINE CORPS BASE**  
**QUANTICO, VIRGINIA**

The signature at the bottom of this Agreement to Indemnify is a certification by the \_\_\_\_\_ *(insert full name of entity)* representative that every participant covered by this agreement has had his/her Waiver of Liability signed by their appropriate parent or legal guardian if that participant is under the age of eighteen (18), or signed by the participant if he/she is over the age of eighteen (18); and, that the \_\_\_\_\_ *(insert full name of entity)* representative has in his/her possession all individual participants' Waivers of Liability, available for inspection on demand. The \_\_\_\_\_ *(insert full name of entity)* understands that there are inherent risks involved in participation in the \_\_\_\_\_ *(insert event, i.e., game of soccer)*, and that injury or death could arise from, but not limited to, physical contact with other participants, physical exertion, or from playing conditions, to include field conditions. The \_\_\_\_\_ *(insert full name of entity)* understands that by signing this agreement, it expressly assumes any and all risks involved in the \_\_\_\_\_ *(insert entity name and event)* held aboard MCBQ, Virginia including, but not limited to, injury or death caused to participants, volunteers, or spectators, and any damage to property.

In consideration for the use of various open fields aboard MCBQ, Virginia, for the conduct of the \_\_\_\_\_ *(insert entity name and event)* during the period \_\_\_\_\_ *(insert days, month and year)*, the \_\_\_\_\_ *(insert full name of entity)* agrees to indemnify the United States Government, the United States Navy, the United States Marine Corps, its officers, military personnel, employees and agents, and all agencies and instrumentalities thereof, against any and all claims, whether for damage, loss, injury, or death, brought by any person, group, or organization, as a result of, or in connection with, the conduct of the \_\_\_\_\_ *(insert full name of entity and event)*.

\_\_\_\_\_ *(Insert full name of entity and event)* Authorized  
Representative

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

## Cost Breakdown and Logistics Support Information

### Billeting @ Camp Upshur (for JROTC & Scouts if available):

*Open-Bay Quonset Huts and Open Head Facilities.*

Cost: \$4.68/person, per day; this should be paid in advance (no linen available, bring your own). Reservation confirmation will not be made until 30 days prior.

### Transportation (limited services if approved):

The bus transportation prices are: \$7.42 per hour plus \$0.46 per mile (the amount per mile is subject to change).

Driver's labor charge ranges from \$21.15 to \$39.67 per hour.

Current fuel charges are \$3.60 per gallon.

\* Motor-T will provide a cost estimate. This should be paid in advance. Motor-T will contact you after your visit with your final invoice. Any adjustments will be discussed then.

Check should be made out to: U.S. Treasury

### Mail check to:

Commander  
Marine Corps Base (B-031)  
3250 Catlin Avenue - Suite 211  
Quantico, VA 22134-5001

Messing: The current meal prices are:

<u>Meal</u>	<u>Discounted Rate/Adults</u>	<u>Times</u>
Breakfast	\$2.15/\$2.55	0600-0800
Lunch	\$4.00/\$4.65	1100-1300
Dinner	\$4.00/\$4.65	1630-1800

On the weekend, there are only 2 Meals:

Breakfast Brunch	\$4.60/\$5.35	0900-1130
Dinner Brunch	\$5.45/\$6.55	1630-1800

\*Payments should be made by cash, check or credit card at the time of the meal. If paying with cash, please do not use bills larger than \$20. Groups of 15 or more require one payment and one signature.

NOTE: You must cancel a meal no less than 72 hours prior or you will be charged for the meal.